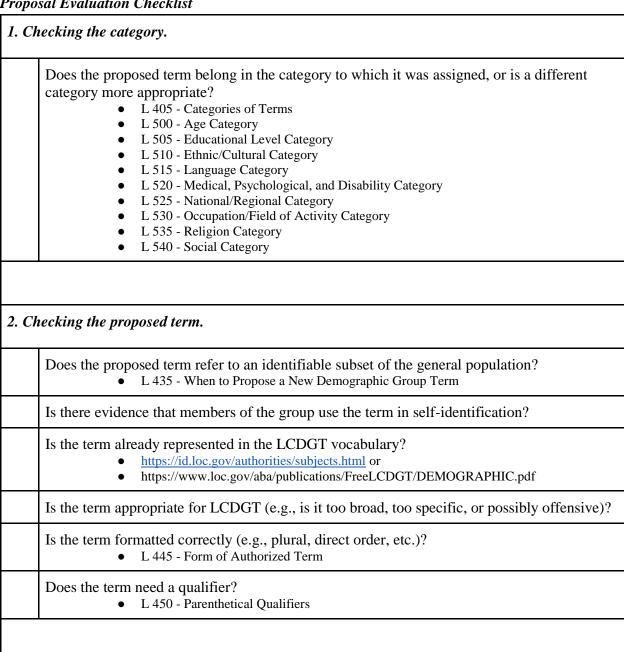# L 470 – Evaluation of LCDGT Proposals

BACKGROUND: All demographic group terms must be proposed and approved for inclusion in Library of Congress Demographic Group Terms before their use is authorized. This instruction sheet explains the general steps LCDGT Advisory Group members follow when evaluating proposals.

Proposal Evaluation Checklist

1. Checking the category.
Does the proposed term belong in the category to which it was assigned, or is a different category more appropriate? ● L 405 - Categories of Terms ● L 500 - Age Category ● L 505 - Educational Level Category ● L 510 - Ethnic/Cultural Category ● L 515 - Language Category ● L 520 - Medical, Psychological, and Disability Category ● L 525 - National/Regional Category ● L 530 - Occupation/Field of Activity Category ● L 535 - Religion Category ● L 540 - Social Category
2. Checking the proposed term.
Does the proposed term refer to an identifiable subset of the general population? ● L 435 - When to Propose a New Demographic Group Term
Is there evidence that members of the group use the term in self-identification?
Is the term already represented in the LCDGT vocabulary? ● https://id.loc.gov/authorities/subjects.html or ● https://www.loc.gov/aba/publications/FreeLCDGT/DEMOGRAPHIC.pdf
Is the term appropriate for LCDGT (e.g., is it too broad, too specific, or possibly offensive)?
Is the term formatted correctly (e.g., plural, direct order, etc.)? ● L 445 - Form of Authorized Term
Does the term need a qualifier? ● L 450 - Parenthetical Qualifiers

3. Checking the references.	

	Are any alternative terms for this demographic group missing from the list of UFs? ● L 420 - "Used For" References
	Are the UFs in alphabetical order?
	Does the BT place the proposed term in the appropriate LCDGT hierarchy? ● L 410 - Broader and Narrower Term References
	Are the RTs appropriate? ● L 415 - Related Term References

4. Checking the citations.	

	Do the citations support the term proposed in the 150 field? ● L 440 - Authority Research and Citations for LCDGT Proposals
	Do the citations show that the term is used in self-identification?
	Do all alternative terms present in the citations appear in the list of UFs?
	If the proposal is to change a term, is the justification for the change well-documented?

5. Checking the notes and other fields.	

	Is a scope note needed? If so, is the scope note clear? ● L 430 - Scope Notes
	Is the history note up-to-date? ● L 425 - History Notes
	Is the bib. file maintenance correctly described?